

Chapter Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an advancement, adding or removing a designator, change in rating, warrant appointment or reduction event in PeopleSoft.

In this chapter The following events will be discussed in this chapter.

Section	Event	See Page
A	Advancements/Adding Designator	9-A-1
B	Change in Rating	9-B-1
C	Warrant Appointments	9-C-1
D	Reduction/Remove Designator	9-D-1
E	School Based Advancements	9-E-1

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Section Overview

Introduction This section provides the procedures to advance a member or add a designator in PeopleSoft.

In this Section The following topics are covered in this section:

Topic	See Page
Advance/Promote One Member Page	9-A-2
Other Transactions, Which May Be Required	9-A-3
Data Entry Procedure	9-A-4
Pay and Personnel System Updates	9-A-7
Deleting an Advancement/Designator Transaction	9-A-8

Related Topics Procedures for these events are provided in the following sections:

Topic	See Section
Change in Rating	B
Warrant Appointments	C
Reduction/Remove Designator	D
School-Based Advancements	E

The Advance/Promote One Member Page

When to use The Advance/Promote One Member page is used to complete the necessary transactions on a member for:

- Advancement.
 - Adding a designator.
 - Removing a designator.
 - Change in rating.
 - Reduction in rate (use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).
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When not to use This page should **not** be used for:

- Members who are being advanced by the Enlisted Personnel Advancement Authorizations (EPAA) or Headquarters Reserve Advancement Authorizations (HRAA).
 - Members advanced upon graduation from Recruit Training or Class 'A' school. Use the Maintain Boards and Panels page to advance multiple members of the same class or company as the same time. (However, the Advance/Promote One Member page may be used to advance individual graduates if necessary). See Section E, School-Based Advancements for procedures.
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References The following references contain information about advancements, reductions, designators and rating changes.

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
 - b. Pay Manual, COMDTINST M7220.29 (series)
 - c. Personnel Manual, COMDTINST M1000.6 (series)
 - d. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
 - e. Training and Education Manual, COMDTINST M1500.10 (series)
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Other Transactions, Which May Be Required

Introduction	The following transactions may also be required when a member's pay grade changes.
Overseas Housing Allowance	If member is receiving Overseas Housing Allowance (OHA) at the time of advancement/reduction, then an OHA transaction must also be completed to show a change in the member's OHA status.
Inadequate Quarters Rental Charge	If the member is in inadequate quarters, then an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters

Section A
ADVANCEMENTS/ADDING DESIGNATOR

Data Entry Procedure







Procedure Start PeopleSoft, sign in and follow these steps to advance a member or add a designator.

Step	Action									
1	Select menu items in the following order to access the Advance/Promote 1 Member page: Develop Workforce > Career Management > Use > Adv/Promote One Member									
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.									
3	The Advance/Promote 1 Member page will display. Verify the member's employee ID and name to ensure you have selected the correct record from the search results. Ensure the Current Job Code and description match the member's pay grade/rating. Home > Develop Workforce > Career Management > Use > Adv/Promote One Member <div><div>Advance/Promote One Member</div><div><div>EmplID: 1234567</div><div>Name: Last,First M.</div><div>Rcd Nbr: 1</div></div><div><div>Current Job Code: 415097 SA</div><div>Active Duty Base Date: 05/21/2002</div></div></div>									
4	Complete the Pay System Transaction field by selecting the ADV,Red,Chg in Rate,Promo radio button. <div><div>Pay System Transaction</div><div><div><input checked="" type="radio"/> Adv,Red,Chg in Rate,Promo</div><div><input type="radio"/> App Com Off from Enl/Warr</div></div></div>									
5	Complete the Action Reason field. <table><tr><th>Action Reason</th><th>If</th><th>Then select</th></tr><tr><td><div><div><input checked="" type="radio"/> Advanced To</div><div><input type="radio"/> Reduced To</div><div><input type="radio"/> Change in Rating</div><div><input type="radio"/> Add Designator</div></div></td><td>Advancing the member or advancing the member <u>AND</u> adding a Designator at the same time.</td><td>Advanced To radio button (Element Code 01)</td></tr><tr><td></td><td>Adding a Designator</td><td>Add Designator radio button. (Element Code 45)</td></tr></table>	Action Reason	If	Then select	<div><div><input checked="" type="radio"/> Advanced To</div><div><input type="radio"/> Reduced To</div><div><input type="radio"/> Change in Rating</div><div><input type="radio"/> Add Designator</div></div>	Advancing the member or advancing the member <u>AND</u> adding a Designator at the same time.	Advanced To radio button (Element Code 01)		Adding a Designator	Add Designator radio button. (Element Code 45)
Action Reason	If	Then select								
<div><div><input checked="" type="radio"/> Advanced To</div><div><input type="radio"/> Reduced To</div><div><input type="radio"/> Change in Rating</div><div><input type="radio"/> Add Designator</div></div>	Advancing the member or advancing the member <u>AND</u> adding a Designator at the same time.	Advanced To radio button (Element Code 01)								
	Adding a Designator	Add Designator radio button. (Element Code 45)								

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Data Entry Procedure, Continued

Procedure (cont'd)





Step	Action						
6	<p>Complete the Select Job Info fields as follows:</p> <table><tr><th>Field</th><th>Action</th></tr><tr><td>Job Code </td><td><p>Key in the 6-digit job code for the new rate/rank or click the lookup button (magnifying glass icon) to search for and select the new job code.</p><p>If member is being advanced, then enter the rate the member is being advanced to (Example: If member is a SA and is being advanced to SN, then enter 415096).</p><ul style="list-style-type: none">If member is being advanced and adding a designator then enter the new rate with designator (Example: Enter 410096 for SNBM if member is being advanced from SA).<p>If adding a designator enter the assigned designator (i.e., if member is a SN and is being assigned a BM designator, then Job Code 410096 for SNBM would be entered).</p><p>Designators may be assigned to:</p><ul style="list-style-type: none">E-3 personnel above the servicewide cutoff.E-2/E-3 non-advancing personnel completing class "A" training.E-2/E-3 personnel previously reduced to pay grade E-1.<p>Note: Do not assign designators to rated personnel.</p></td></tr><tr><td>Date of Rank/Effdt </td><td><p>Enter the date the advancement or designator assignment is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.</p><p>Note: Per 5.C.28.C of the Personnel Manual, COMDTINST M1000.6 (series), a member may not be advanced retroactively, advancements are considered retroactive after 30 days have elapsed since the requested date of advancement.</p></td></tr></table>	Field	Action	Job Code 	<p>Key in the 6-digit job code for the new rate/rank or click the lookup button (magnifying glass icon) to search for and select the new job code.</p> <p>If member is being advanced, then enter the rate the member is being advanced to (Example: If member is a SA and is being advanced to SN, then enter 415096).</p> <ul style="list-style-type: none">If member is being advanced and adding a designator then enter the new rate with designator (Example: Enter 410096 for SNBM if member is being advanced from SA). <p>If adding a designator enter the assigned designator (i.e., if member is a SN and is being assigned a BM designator, then Job Code 410096 for SNBM would be entered).</p> <p>Designators may be assigned to:</p> <ul style="list-style-type: none">E-3 personnel above the servicewide cutoff.E-2/E-3 non-advancing personnel completing class "A" training.E-2/E-3 personnel previously reduced to pay grade E-1. <p>Note: Do not assign designators to rated personnel.</p>	Date of Rank/Effdt 	<p>Enter the date the advancement or designator assignment is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.</p> <p>Note: Per 5.C.28.C of the Personnel Manual, COMDTINST M1000.6 (series), a member may not be advanced retroactively, advancements are considered retroactive after 30 days have elapsed since the requested date of advancement.</p>
Field	Action						
Job Code 	<p>Key in the 6-digit job code for the new rate/rank or click the lookup button (magnifying glass icon) to search for and select the new job code.</p> <p>If member is being advanced, then enter the rate the member is being advanced to (Example: If member is a SA and is being advanced to SN, then enter 415096).</p> <ul style="list-style-type: none">If member is being advanced and adding a designator then enter the new rate with designator (Example: Enter 410096 for SNBM if member is being advanced from SA). <p>If adding a designator enter the assigned designator (i.e., if member is a SN and is being assigned a BM designator, then Job Code 410096 for SNBM would be entered).</p> <p>Designators may be assigned to:</p> <ul style="list-style-type: none">E-3 personnel above the servicewide cutoff.E-2/E-3 non-advancing personnel completing class "A" training.E-2/E-3 personnel previously reduced to pay grade E-1. <p>Note: Do not assign designators to rated personnel.</p>						
Date of Rank/Effdt 	<p>Enter the date the advancement or designator assignment is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.</p> <p>Note: Per 5.C.28.C of the Personnel Manual, COMDTINST M1000.6 (series), a member may not be advanced retroactively, advancements are considered retroactive after 30 days have elapsed since the requested date of advancement.</p>						

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Section A
ADVANCEMENTS/ADDING DESIGNATOR

Data Entry Procedure, Continued

Procedure
(cont'd)

Step	Action						
6	<p>Select Job Info fields (continued from previous page)</p> <table><tr><th>Field</th><th>Action</th></tr><tr><td>Sal Admin Plan</td><td>No action required. These fields will be populated by the system based on the Job Code you selected.</td></tr><tr><td>Salary Grade</td><td></td></tr></table> <div><p style="text-align: center;">Select Job Info:</p><p>Job Code: <input type="text" value="415096"/>  Seaman Date of Rank/Effdt: <input type="text" value="03/20/2003"/> </p><p>Sal Admin Plan: <input type="text" value="ENL"/>  Enlisted Pay Table Salary Grade: <input type="text" value="E3"/></p></div>	Field	Action	Sal Admin Plan	No action required. These fields will be populated by the system based on the Job Code you selected.	Salary Grade	
Field	Action						
Sal Admin Plan	No action required. These fields will be populated by the system based on the Job Code you selected.						
Salary Grade							
7	<p>Click the save button to complete the transaction.</p> 						

Pay and Personnel System Updates

PeopleSoft Updates

The Advance/Promote 1 Member Page inserts a new row in the member's job data page (Administer Workforce > Administer Workforce (GBL) > Use > Job Data) and updates the Job Data on the Career Information Tab of the CG Member Information Page (Develop Workforce > Plan Careers > Use > CG Member Info).

How JUMPS is effected by the Advance/ Promote 1 Member Page

The Advance/Promote 1 Member Page generates a JUMPS P555 transaction with one of the following element codes:

- 01 -- if the Advance To radio button was selected
- 45 -- if the Add Designator radio button was selected.


- Updates information on page 1 (General Information) and page 8 (Pay Grade History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Updates segments 01, 58 and any other pay and allowances segments that have to be changed due to advancement.

VERY IMPORTANT: If member is receiving Overseas Housing Allowance (OHA) at the time of advancement, then an OHA transaction must be done to change the OHA status. Also, if member is in inadequate quarters, an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters.

Deleting an Advancement/Designator Transaction

Introduction This section provides the procedure for deleting an advancement/designator transaction.

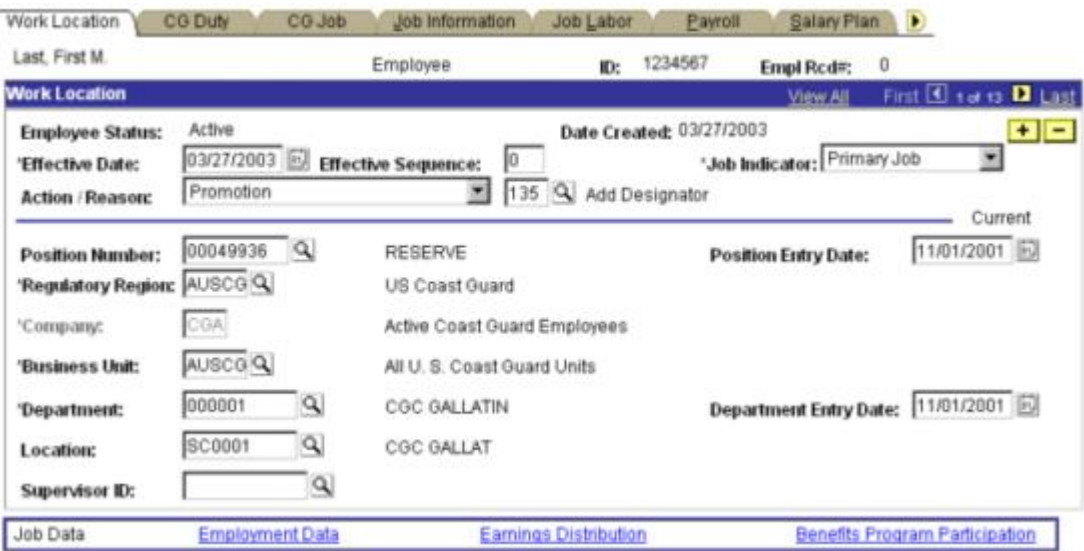



Procedure Start PeopleSoft, sign in and follow these steps to delete an advancement/designator transaction.

Step	Action
1	Select menu items in the following order to access the Reverse/Advancement Promotion page: Develop Workforce > Career Management > Use > Reverse Advancement/Promotion
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	The Reverse Advancement/Promotion page will display. Select the transaction to reverse. Click on the Delete box for the transaction you wish to reverse. Note if the transaction has a check in the sent box. This indicates if the transaction has already been sent to the JAG interface. Carefully review the information. If you are ready to process the reversal, press the Submit button. 
4	If you are ready to process the reversal, press the Submit button.

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Deleting an Advancement/Designator Transaction, Continued

Procedure (cont'd)

Step	Action
5	<p>Select the Transfer to Job Pages link at the bottom of the page. This will open the member's job data page so the row added by the advancement/designator transaction can be deleted. The Job Data page will open in a new window.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window</p> 
6	<p>Locate the row to delete (the most recent row is the first one displayed and is normally the one you will need to remove) and click the delete row button .</p>
7	<p>This warning message may appear, click OK to dismiss it. It is not an error, you may continue.</p> 
8	<p>Click the  button and close the Job Data page.</p>
9	<p>Click the Return to Search button on the Reverse Advancement Promotion page or use the menu links to go on to another task.</p>

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Section Overview

Introduction This section provides the procedures to change a member's rating in PeopleSoft.

In this Section The following topics are covered in this section:

Topic	See Page
Advance/Promote One Member Page	9-B-2
Other Transactions, Which May Be Required	9-B-3
Data Entry Procedure	9-B-4
Pay and Personnel System Updates	9-B-6
Deleting a Change in Rating Transaction	9-B-7

Related Topics Procedures for these events are provided in the following sections:

Topic	See Section
Advancements/Adding Designator	A
Warrant Appointments	C
Reduction/Remove Designator	D
School-Based Advancements	E

The Advance/Promote One Member Page

When to use	<p>The Advance/Promote One Member page is used to complete the necessary transactions on a member for:</p> <ul style="list-style-type: none">• Advancement.• Adding a designator.• Removing a designator.• Change in rating.• Reduction in rate (use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).
When not to use	<p>This page should not be used for:</p> <ul style="list-style-type: none">• Members who are being advanced by the Enlisted Personnel Advancement Authorizations (EPAA) or Headquarters Reserve Advancement Authorizations (HRAA).• Members advanced upon graduation from Recruit Training or Class 'A' school. Use the Maintain Boards and Panels page to advance multiple members of the same class or company as the same time. (However, the Advance/Promote One Member page may be used to advance individual graduates if necessary). See Section E, School-Based Advancements for procedures.
References	<p>The following references contain information about advancements, reductions, designators and rating changes.</p> <ol style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Pay Manual, COMDTINST M7220.29 (series)c. Personnel Manual, COMDTINST M1000.6 (series)d. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)e. Training and Education Manual, COMDTINST M1500.10 (series)


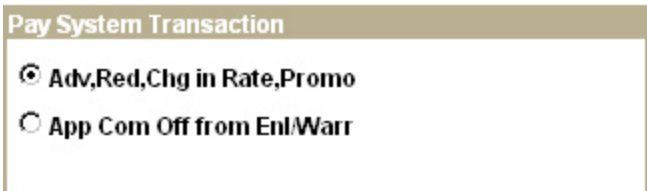

Other Transactions, Which May Be Required

Introduction	The following transactions may also be required when a member's pay grade or rating changes.
Overseas Housing Allowance	If member is receiving Overseas Housing Allowance (OHA) at the time of advancement/reduction, then an OHA transaction must also be completed to show a change in the member's OHA status.
Inadequate Quarters Rental Charge	If the member is in inadequate quarters, then an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters
Cancel (SRB) Selective Reenlistment Bonus	This transaction must be used if the member is currently receiving a Selective Reenlistment Bonus and, due to a change in rating, the bonus must be cancelled or suspended.

Section B
CHANGE IN RATING

Data Entry Procedure

Procedure Start PeopleSoft, sign in and follow these steps to change a member's rating.










Step	Action
1	Select menu items in the following order to access the Advance/Promote 1 Member page: Develop Workforce > Career Management > Use > Adv/Promote One Member
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	The Advance/Promote 1 Member page will display. Verify the member's employee ID and name to ensure you have selected the correct record from the search results. Ensure the Current Job Code and description match the member's pay grade/rating. Home > Develop Workforce > Career Management > Use > Adv/Promote One Member  <p>The screenshot shows the 'Advance/Promote One Member' page. It includes a breadcrumb trail: Home > Develop Workforce > Career Management > Use > Adv/Promote One Member. Below the breadcrumb, there are several fields: 'EmpID: 1234567', 'Name: Last,First M.', 'Rcd Nbr: 1', 'Current Job Code: 415097 SA', and 'Active Duty Base Date: 05/21/2002'.</p>
4	Complete the Pay System Transaction field by selecting the ADV,Red,Chg in Rate,Promo radio button.  <p>The screenshot shows the 'Pay System Transaction' field. It contains two radio buttons: 'Adv,Red,Chg in Rate,Promo' (which is selected) and 'App Com Off from Enl/Warr'.</p>
5	Complete the Action Reason field by selecting the Change in Rating radio button.  <p>The screenshot shows the 'Action Reason' field. It contains four radio buttons: 'Advanced To', 'Reduced To', 'Change in Rating' (which is selected and highlighted with a dashed border), and 'Add Designator'.</p>

Continued on next page

Section B
CHANGE IN RATING

Data Entry Procedure, Continued

Procedure (cont'd)

Step	Action								
6	<p>Complete the Select Job Info fields as follows:</p> <table border="1"> <thead> <tr> <th>Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Job Code </td><td>Key in the 6-digit job code for the new rating or click the lookup button (magnifying glass icon) to search for and select the new job code.</td></tr> <tr> <td>Date of Rank/Effdt </td><td>Enter the date the change in rating is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.</td></tr> <tr> <td>Sal Admin Plan Salary Grade</td><td>No action required. These fields will be populated by the system based on the Job Code you selected.</td></tr> </tbody> </table> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Select Job Info:</p> <p>Job Code: <input type="text" value="410095"/>  Third Class Boatswain'S Mate Date of Rank/Effdt: <input type="text" value="04/01/2003"/> </p> <p>Sal Admin Plan: <input type="text" value="ENL"/>  Enlisted Pay Table Salary Grade: <input type="text" value="E4"/></p> </div>	Field	Action	Job Code 	Key in the 6-digit job code for the new rating or click the lookup button (magnifying glass icon) to search for and select the new job code.	Date of Rank/Effdt 	Enter the date the change in rating is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.	Sal Admin Plan Salary Grade	No action required. These fields will be populated by the system based on the Job Code you selected.
Field	Action								
Job Code 	Key in the 6-digit job code for the new rating or click the lookup button (magnifying glass icon) to search for and select the new job code.								
Date of Rank/Effdt 	Enter the date the change in rating is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.								
Sal Admin Plan Salary Grade	No action required. These fields will be populated by the system based on the Job Code you selected.								
7	Click the save button to complete the transaction.								

Pay and Personnel System Updates

PeopleSoft Updates

The Advance/Promote 1 Member Page inserts a new row in the member's job data page (Administer Workforce > Administer Workforce (GBL) > Use > Job Data) and updates the Job Data on the Career Information Tab of the CG Member Information Page (Develop Workforce > Plan Careers > Use > CG Member Info).

How JUMPS is effected by the Advance/ Promote 1 Member Page

The Advance/Promote 1 Member Page generates a JUMPS P555 transaction with one of the following element codes:

34 -- When the Change in Rating radio button is selected.

- Updates information on page 1 (General Information) and page 8 (Pay Grade History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Updates segments 01, 58 and any other pay and allowances segments that have to be changed due to advancement.

VERY IMPORTANT: If member is receiving SRB, Overseas Housing Allowance (OHA) at the time of advancement, then an OHA transaction must be done to change the OHA status. Also, if member is in inadequate quarters, an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters.

Deleting a Change In Rating Transaction

Introduction This section provides the procedure for deleting a change in rating transaction.

Procedure Start PeopleSoft, sign in and follow these steps to delete an Advancement/
Designator Transaction.

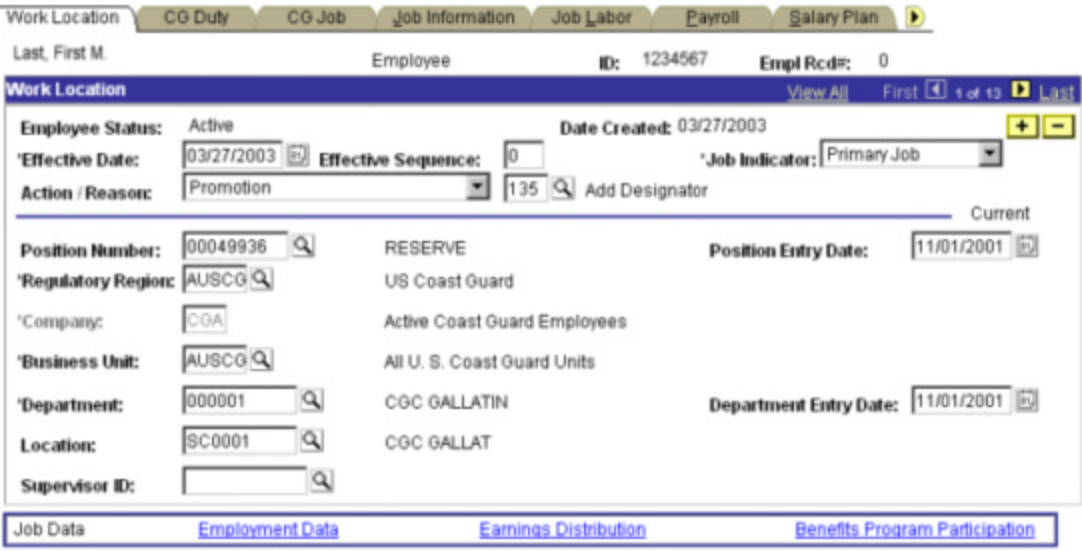

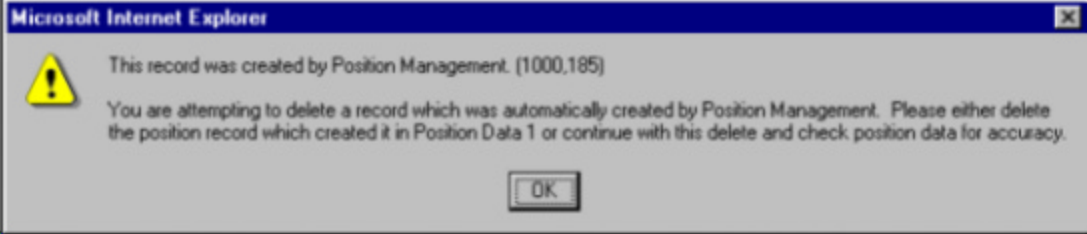

Step	Action																												
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3	<p>The Reverse Advancement/Promotion page will display. Select the transaction to reverse. Click on the Delete box for the transaction you wish to reverse. Note if the transaction has a check in the sent box. This indicates if the transaction has already been sent to the JAG interface. Carefully review the information. If you are ready to process the reversal, press the Submit button.</p> <table><tr><th colspan="6">Select the Transaction to Reverse</th><th>View All</th><th>First</th><th>1 of 1</th><th>Last</th></tr><tr><th>Delete</th><th>Action</th><th>Reason</th><th>Pay Trans</th><th>Exp Loss</th><th>User ID</th><th>Date/Time</th><th>Action</th><th>Sent</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Promotion</td><td>Change Rt</td><td>03/28/2003</td><td></td><td>RIET6046</td><td>03/31/2003 11:14:45.000000</td><td>Add</td><td><input type="checkbox"/></td></tr></table>	Select the Transaction to Reverse						View All	First	1 of 1	Last	Delete	Action	Reason	Pay Trans	Exp Loss	User ID	Date/Time	Action	Sent	<input checked="" type="checkbox"/>	Promotion	Change Rt	03/28/2003		RIET6046	03/31/2003 11:14:45.000000	Add	<input type="checkbox"/>
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Section B
CHANGE IN RATING

Deleting a Change In Rating Transaction, Continued

Procedure (cont'd)

Step	Action
5	<p>Select the Transfer to Job Pages link at the bottom of the page. This will open the member's job data page so the row added by the advancement/designator transaction can be deleted. The Job Data page will open in a new window.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window</p> 
6	<p>Locate the row to delete (the most recent row is the first one displayed and is normally the one you will need to remove) and click the delete row button .</p>
7	<p>This warning message may appear, click OK to dismiss it. It is not an error, you may continue.</p> 
8	<p>Click the  button and close the Job Data page.</p>
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Section Overview

Introduction This section provides the procedures to advance a member or add a designator in PeopleSoft.

In this Section The following topics are covered in this section:

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Pay and Personnel System Updates	9-C-6
Deleting an Advancement/Designator Transaction	9-C-7

Related Topics Procedures for these events are provided in the following sections:

Topic	See Section
Advancement/Adding a Designator	A
Change in Rating	B
Reduction/Remove Designator	D

The Advance/Promote One Member Page

When to use The Advance/Promote One Member page is used to complete the necessary transactions on a member for:

- Advancement/Warrant Appointments.
 - Adding a designator.
 - Removing a designator.
 - Change in rating.
 - Reduction in rate (use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).
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When not to use This page should **not** be used for:

- Members who are being advanced by the Enlisted Personnel Advancement Authorizations (EPAA) or Headquarters Reserve Advancement Authorizations (HRAA).
 - Members advanced upon graduation from Recruit Training or Class 'A' school. Use the Maintain Boards and Panels page to advance multiple members of the same class or company as the same time. (However, the Advance/Promote One Member page may be used to advance individual graduates if necessary). See Section E, School-Based Advancements for procedures.
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Other Transactions, Which May Be Required

Introduction	The following transactions may also be required when a member's pay grade changes.
Overseas Housing Allowance	If member is receiving Overseas Housing Allowance (OHA) at the time of advancement/reduction, then an OHA transaction must also be completed to show a change in the member's OHA status.
Inadequate Quarters Rental Charge	If the member is in inadequate quarters, then an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters

Section C
WARRANT APPOINTMENTS

Data Entry Procedure

Procedure Start PeopleSoft, sign in and follow these steps to promote a member to warrant officer.

Step	Action						
1	Select menu items in the following order to access the Advance/Promote 1 Member page: Develop Workforce > Career Management > Use > Adv/Promote One Member						
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.						
3	The Advance/Promote 1 Member page will display. Verify the member's employee ID and name to ensure you have selected the correct record from the search results. Ensure the Current Job Code and description match the member's pay grade/rating. Home > Develop Workforce > Career Management > Use > Adv/Promote One Member 						
4	Complete the Pay System Transaction field by selecting the App Com Off from Enl/Warr radio button. 						
5	Complete the Select Job Info fields as follows: <table><tr><th>Field</th><th>Action</th></tr><tr><td>Job Code </td><td>Key in the 6-digit job code for the new rank or click the lookup button (magnifying glass icon) to search for and select the new job code..</td></tr><tr><td>Date of Rank/Effdt </td><td>Enter the date the promotion is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.</td></tr></table>	Field	Action	Job Code 	Key in the 6-digit job code for the new rank or click the lookup button (magnifying glass icon) to search for and select the new job code..	Date of Rank/Effdt 	Enter the date the promotion is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.
Field	Action						
Job Code 	Key in the 6-digit job code for the new rank or click the lookup button (magnifying glass icon) to search for and select the new job code..						
Date of Rank/Effdt 	Enter the date the promotion is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date.						

Continued on next page

Section C
WARRANT APPOINTMENTS

Data Entry Procedure, Continued

Procedure (cont'd)

Step

Action

5

Select Job Info fields (continued from previous page)

Field	Action
Sal Admin Plan	No action required. These fields will be populated by the system based on the Job Code you selected.
Salary Grade	

Select Job Info:

Job Code:

201897

Personnel Admin Warrant 2

Date of Rank/Effdt:

05/01/2003

Sal Admin Plan:

WAR

Warrant Officer Pay Scale

Salary Grade:

W2

6

Complete the Career Information Row as follows (Note: If this is the first advancement/designator transaction for this member completed in PeopleSoft the page will open with a new blank row). Click the add row button (plus sign) to create a new blank row if necessary.

Field	Action
Job Code	Key in the 6-digit job code for the new rate/rank or click the lookup button (magnifying glass icon) to search for and select the new job code. Use the same code as entered in step 6 above.
Rank Status	Click the drop-down arrow and select Perm (meaning Permanent) from the list.
Promo Stat	Select the Promotion Status from the drop-down list
Initial Source	Lookup and select the Initial Source code
Yr Grp	Enter the year (YYYYYY) for the officer's year group
Commissioned	Enter the date commissioned (MM/DD/YYYY)
Category	Lookup and select the Category code
Source	Lookup and select the Source code
Signal	Signal number

Career Information

View AllFirst1 of 1Last

Job Code	Rank	'Rank Status	Promo Stat	Initial Source	Yr Grp	Commissioned	Category	Source	Signal
<div><div>201897</div><div></div></div>	PERS2	<div>Perm</div>	<div>Eligible</div>	<div>N</div> <div></div>	<div>2003</div>	<div>05/01/2003</div> <div></div>	<div>1</div> <div></div>	<div>2</div> <div></div>	<div></div> <div></div>

7

Click the save button to complete the transaction.

Save

Pay and Personnel System Updates

**PeopleSoft
Updates**

The Advance/Promote 1 Member Page inserts a new row in the member's job data page (Administer Workforce > Administer Workforce (GBL) > Use > Job Data) and updates the Job Data on the Career Information Tab of the CG Member Information Page (Develop Workforce > Plan Careers > Use > CG Member Info).

**How JUMPS
is effected by
the Advance/
Promote 1
Member Page**

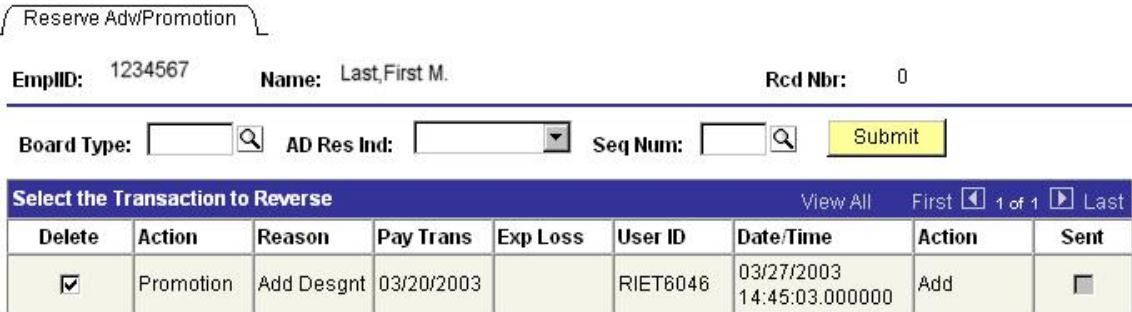
The Advance/Promote 1 Member Page creates the following JUMPS transactions:

H300 Appointed Officer From Enlisted Status
P203 Discharged (dated day prior to CWO appointment)

Deleting a Warrant Appointment

Introduction This section provides the procedure for deleting a warrant appointment.

Procedure Start PeopleSoft, sign in and follow these steps to delete a warrant appointment.

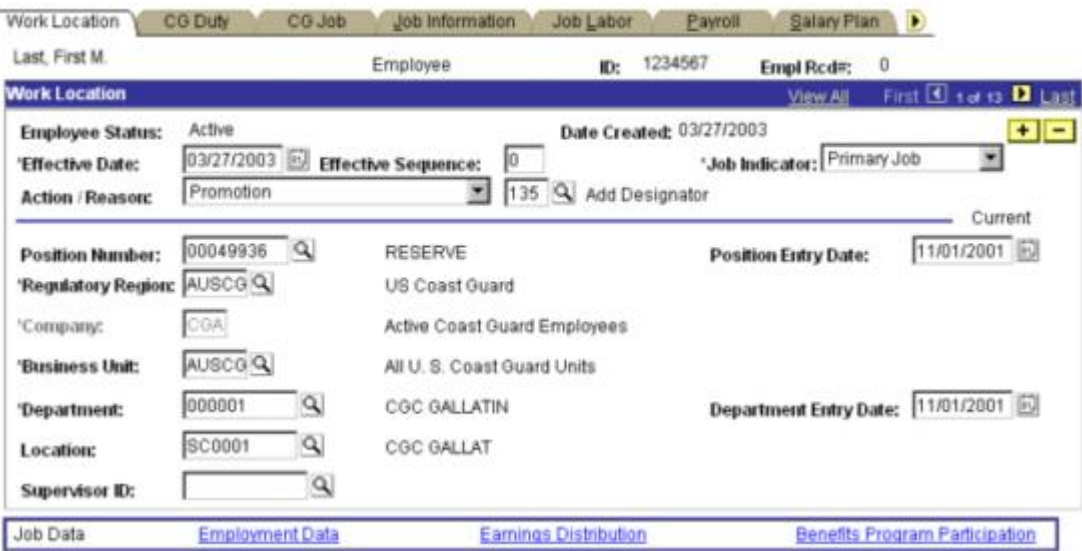



Step	Action
1	Select menu items in the following order to access the Reverse/Advancement Promotion page: Develop Workforce > Career Management > Use > Reverse Advancement/Promotion
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	<p>The Reverse Advancement/Promotion page will display. Select the transaction to reverse. Click on the Delete box for the transaction you wish to reverse. Note if the transaction has a check in the sent box. This indicates if the transaction has already been sent to the JAG interface. Carefully review the information. If you are ready to process the reversal, press the Submit button.</p> <p></p>
4	Reverse the member's Job Code in the Career Information row by keying in the 6-digit job code for the old rate/rank or clicking the lookup button (magnifying glass icon) and searching for selecting the old job code.
5	If you are ready to process the reversal, press the Submit button.

Continued on next page

Section C
WARRANT APPOINTMENTS

Deleting a Warrant Appointment, Continued

Procedure
(cont'd)

Step	Action
6	<p>Select the Transfer to Job Pages link at the bottom of the page. This will open the member's job data page so the row added by the advancement/designator transaction can be deleted. The Job Data page will open in a new window.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window</p> 
7	<p>Locate the row to delete (the most recent row is the first one displayed and is normally the one you will need to remove) and click the delete row button .</p>
8	<p>This warning message may appear, click OK to dismiss it. It is not an error, you may continue.</p> 
9	<p>Click the  button and close the Job Data page.</p>
10	<p>Click the Return to Search button on the Reverse Advancement Promotion page or use the menu links to go on to another task.</p>

Section Overview

Introduction This section provides the procedures to reduce a member or remove a designator in PeopleSoft.

In this Section The following topics are covered in this section:

Topic	See Page
Advance/Promote One Member Page	9-D-2
Other Transactions, Which May Be Required	9-D-3
Data Entry Procedure	9-D-4
Pay and Personnel System Updates	9-D-6
Deleting a Reduction/Remove Designator Transaction	9-D-7

Related Topics Procedures for these events are provided in the following sections:

Topic	See Section
Advancement/Add Designator	A
Change in Rating	B
Warrant Appointments	C
School-Based Advancements	E

The Advance/Promote One Member Page

When to use	<p>The Advance/Promote One Member page is used to complete the necessary transactions on a member for:</p> <ul style="list-style-type: none">• Advancement.• Adding a designator.• Removing a designator.• Change in rating.• Reduction in rate (use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).
When not to use	<p>This page should not be used for:</p> <ul style="list-style-type: none">• Members who are being advanced by the Enlisted Personnel Advancement Authorizations (EPAA) or Headquarters Reserve Advancement Authorizations (HRAA).• Members advanced upon graduation from Recruit Training or Class 'A' school. Use the Maintain Boards and Panels page to advance multiple members of the same class or company as the same time. (However, the Advance/Promote One Member page may be used to advance individual graduates if necessary). See Section E, School-Based Advancements for procedures.
References	<p>The following references contain information about advancements, reductions, designators and rating changes.</p> <ol style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Pay Manual, COMDTINST M7220.29 (series)c. Personnel Manual, COMDTINST M1000.6 (series)d. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)e. Training and Education Manual, COMDTINST M1500.10 (series)



Other Transactions, Which May Be Required

Introduction	The following transactions may also be required when a member's pay grade changes.
Overseas Housing Allowance	If member is receiving Overseas Housing Allowance (OHA) at the time of advancement/reduction, then an OHA transaction must also be completed to show a change in the member's OHA status.
Inadequate Quarters Rental Charge	If the member is in inadequate quarters, then an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters

Section D
REDUCTION/REMOVE DESIGNATOR

Data Entry Procedure

Procedure Start PeopleSoft, sign in and follow these steps to reduce a member or remove a designator.

















Step	Action
1	Select menu items in the following order to access the Advance/Promote 1 Member page: Develop Workforce > Career Management > Use > Adv/Promote One Member
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	The Advance/Promote 1 Member page will display. Verify the member's employee ID and name to ensure you have selected the correct record from the search results. Ensure the Current Job Code and description match the member's pay grade/rating. Home > Develop Workforce > Career Management > Use > Adv/Promote One Member  <p>The screenshot shows the 'Advance/Promote One Member' page. It includes a header bar with the title. Below it, there are several fields: 'EmplID' with the value '1234567', 'Name' with the value 'Last,First M.', and 'Rcd Nbr' with the value '1'. Below these, there is a horizontal line. Under the line, there are two rows of fields: 'Current Job Code' with the value '415097 SA' and 'Active Duty Base Date' with the value '05/21/2002'.</p>
4	Complete the Pay System Transaction field by selecting the ADV,Red,Chg in Rate,Promo radio button.  <p>The screenshot shows a 'Pay System Transaction' field with two radio button options. The first option, 'Adv,Red,Chg in Rate,Promo', is selected with a filled circle. The second option, 'App Com Off from Enl/Warr', is unselected with an empty circle.</p>
5	Complete the Action Reason field by selecting the Reduced To radio button for reductions or Change in Rating for designator removals

Continued on next page

Section D
REDUCTION/REMOVE DESIGNATOR

Data Entry Procedure, Continued

Procedure (cont'd)

Step	Action																									
6	<p>Complete the Select Job Info fields as follows:</p> <table><tr><th>Field</th><th>Action</th></tr><tr><td>Job Code </td><td>Key in the 6-digit job code for the new paygrade or click the lookup button (magnifying glass icon) to search for and select the new job code. If member is being reduced, then enter the rate the member is being reduced to (Example: If member is a YN3 and is being reduced to SN, then enter 415096).</td></tr><tr><td>Date of Rank/Effdt </td><td>Enter the date the reduction or designator removal is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date. date of advancement.</td></tr></table> <table><tr><th>Field</th><th>Action</th></tr><tr><td>Sal Admin Plan</td><td rowspan="2">No action required. These fields will be populated by the system based on the Job Code you selected.</td></tr><tr><td>Salary Grade</td></tr></table> <div><p style="text-align: center;">Select Job Info:</p><table><tr><td>Job Code:</td><td><input type="text" value="415096"/></td><td></td><td>Seaman</td><td>Date of Rank/Effdt:</td><td><input type="text" value="03/20/2003"/></td><td></td></tr><tr><td>Sal Admin Plan:</td><td><input type="text" value="ENL"/></td><td></td><td>Enlisted Pay Table</td><td>Salary Grade:</td><td><input type="text" value="E3"/></td><td></td></tr></table></div>	Field	Action	Job Code 	Key in the 6-digit job code for the new paygrade or click the lookup button (magnifying glass icon) to search for and select the new job code. If member is being reduced, then enter the rate the member is being reduced to (Example: If member is a YN3 and is being reduced to SN, then enter 415096).	Date of Rank/Effdt 	Enter the date the reduction or designator removal is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date. date of advancement.	Field	Action	Sal Admin Plan	No action required. These fields will be populated by the system based on the Job Code you selected.	Salary Grade	Job Code:	<input type="text" value="415096"/>		Seaman	Date of Rank/Effdt:	<input type="text" value="03/20/2003"/>		Sal Admin Plan:	<input type="text" value="ENL"/>		Enlisted Pay Table	Salary Grade:	<input type="text" value="E3"/>	
Field	Action																									
Job Code 	Key in the 6-digit job code for the new paygrade or click the lookup button (magnifying glass icon) to search for and select the new job code. If member is being reduced, then enter the rate the member is being reduced to (Example: If member is a YN3 and is being reduced to SN, then enter 415096).																									
Date of Rank/Effdt 	Enter the date the reduction or designator removal is effective. Use MM/DD/YYYY format or click the lookup button (calendar page icon) to select a date. date of advancement.																									
Field	Action																									
Sal Admin Plan	No action required. These fields will be populated by the system based on the Job Code you selected.																									
Salary Grade																										
Job Code:	<input type="text" value="415096"/>		Seaman	Date of Rank/Effdt:	<input type="text" value="03/20/2003"/>																					
Sal Admin Plan:	<input type="text" value="ENL"/>		Enlisted Pay Table	Salary Grade:	<input type="text" value="E3"/>																					
7	<p>Click the save button to complete the transaction.</p> 																									

Pay and Personnel System Updates

PeopleSoft Updates

The Advance/Promote 1 Member Page inserts a new row in the member's job data page (Administer Workforce > Administer Workforce (GBL) > Use > Job Data) and updates the Job Data on the Career Information Tab of the CG Member Information Page (Develop Workforce > Plan Careers > Use > CG Member Info).

How JUMPS is effected by the Advance/ Promote 1 Member Page

The Advance/Promote 1 Member Page generates a JUMPS P555 transaction with one of the following element codes:

- 23 -- if the Reduced To radio button was selected.
34 -- if the Change in Rating radio button was selected.

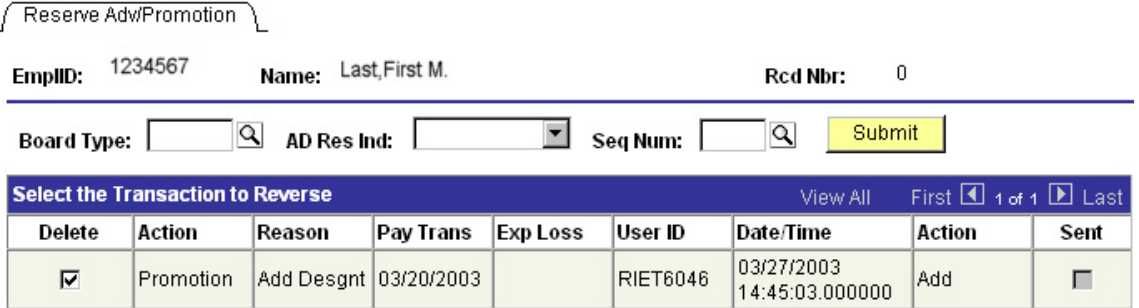
- Updates information on page 1 (General Information) and page 8 (Pay Grade History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Updates segments 01, 58 and any other pay and allowances segments that have to be changed due to advancement.

VERY IMPORTANT: If member is receiving Overseas Housing Allowance (OHA) at the time of advancement, then an OHA transaction must be done to change the OHA status. Also, if member is in inadequate quarters, an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters.

Deleting a Reduction/Remove Designator Transaction

Introduction This section provides the procedure for deleting a reduction/remove designator transaction.

Procedure Start PeopleSoft, sign in and follow these steps to delete the transaction.

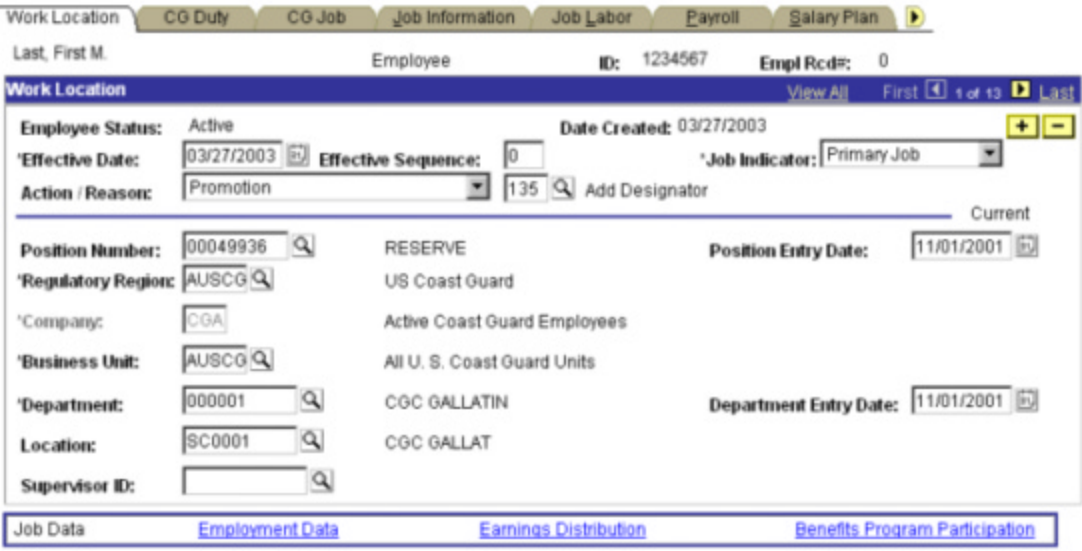

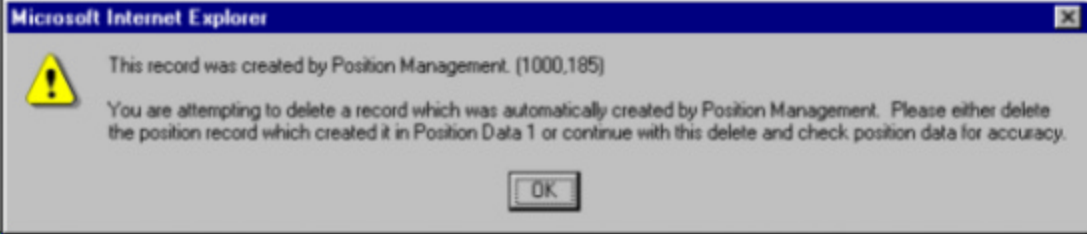

Step	Action
1	Select menu items in the following order to access the Reverse/Advancement Promotion page: Develop Workforce > Career Management > Use > Reverse Advancement/Promotion
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	The Reverse Advancement/Promotion page will display. Select the transaction to reverse. Click on the Delete box for the transaction you wish to reverse. Note if the transaction has a check in the sent box. This indicates if the transaction has already been sent to the JAG interface. Carefully review the information. If you are ready to process the reversal, press the Submit button. 
4	If you are ready to process the reversal, press the Submit button.

Continued on next page

Section D
REDUCTION/REMOVE DESIGNATOR

Deleting a Reduction/Remove Designator Transaction, Continued

Procedure (cont'd)

Step	Action
5	<p>Select the Transfer to Job Pages link at the bottom of the page. This will open the member's job data page so the row added by the advancement/designator transaction can be deleted. The Job Data page will open in a new window.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window</p> 
6	<p>Locate the row to delete (the most recent row is the first one displayed and is normally the one you will need to remove) and click the delete row button .</p>
7	<p>This warning message may appear, click OK to dismiss it. It is not an error, you may continue.</p> 
8	<p>Click the  button and close the Job Data page.</p>
9	<p>Click the Return to Search button on the Reverse Advancement Promotion page or use the menu links to go on to another task.</p>

Section Overview

Introduction This section will guide you through the process of creating and processing
□A” School and Recruit Training advancement boards in PeopleSoft.

In this Section The following topics are covered in this section:

Topic	See Page
Maintain Boards and Panels Pages	9-E-2
Other Transactions, Which May Be Required	9-E-3
Data Entry Procedure	9-E-4
Pay and Personnel System Updates	9-E-12
Deleting an Advancement/Designator Transaction	9-E-13

Related Topics Procedures for these events are provided in the following sections:

Topic	See Section
Advancement/Adding a Designator	A
Change in Rating	B
Warrant Appointments	C
Reduction/Remove Designator	D

Maintain Boards and Panels Pages

When to use	The Maintain Boards and Panels pages are used to complete the necessary transactions for a group of members completing Recruit training or a Class □A” school on the same date and advancing, changing ratings or receiving designators.
When not to use	<p>This page should not be used for:</p> <ul style="list-style-type: none">• Members who are being advanced by the Enlisted Personnel Advancement Authorizations (EPAA) or Headquarters Reserve Advancement Authorizations (HRAA).
References	<p>The following references contain information about advancements, reductions, designators and rating changes.</p> <ol style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Pay Manual, COMDTINST M7220.29 (series)c. Personnel Manual, COMDTINST M1000.6 (series)d. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)e. Training and Education Manual, COMDTINST M1500.10 (series)

Other Transactions, Which May Be Required

Introduction	The following transactions may also be required when a member's pay grade changes.
Overseas Housing Allowance	If member is receiving Overseas Housing Allowance (OHA) at the time of advancement/reduction, then an OHA transaction must also be completed to show a change in the member's OHA status.
Inadequate Quarters Rental Charge	If the member is in inadequate quarters, then an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters

Data Entry Procedure

Procedure Start PeopleSoft, sign in and follow these steps to advance a member or add a designator.

Before you begin If possible, have the Board Type Code. Recruit Training boards will be created with the code RECTRN, and in general, □A” School board names types consist of the rating followed by □_A”. However, if you do not know the Board Type Code value, you may perform a lookup as follows and select the code from the available list returned.

Step	Action
1	<p>Select from the home menu bar Develop Workforce>, Career Management>, Setup>, and Maintain Boards.</p> <ul style="list-style-type: none">Alternate path: Select from the home menu bar Develop Workforce>, Career Management>, Setup>, and Board/Panel Setup Home. Select the Maintain Boards and Panels link. <p>Enter a Board Type Code, Sequence Number, or Active Duty Reserve Indicator and press the Search button. Select the Board Type Code from the available list.</p> <p>Note: For each new class session, you must press the Add a New Value link to generate a new instance of that board type. Enter the Board Type Code or use the lookup and enter the description %A Schoool% then press Search. Select the correct A School from the available list. Enter Active Duty for the Active Duty Reserve Indicator. Once all the values are complete, press the Add button. On the new page, you will enter the data and press the Save button. The Sequence Number is updated automatically when the page is saved.</p>

Continued on next page

Data Entry Procedure, Continued

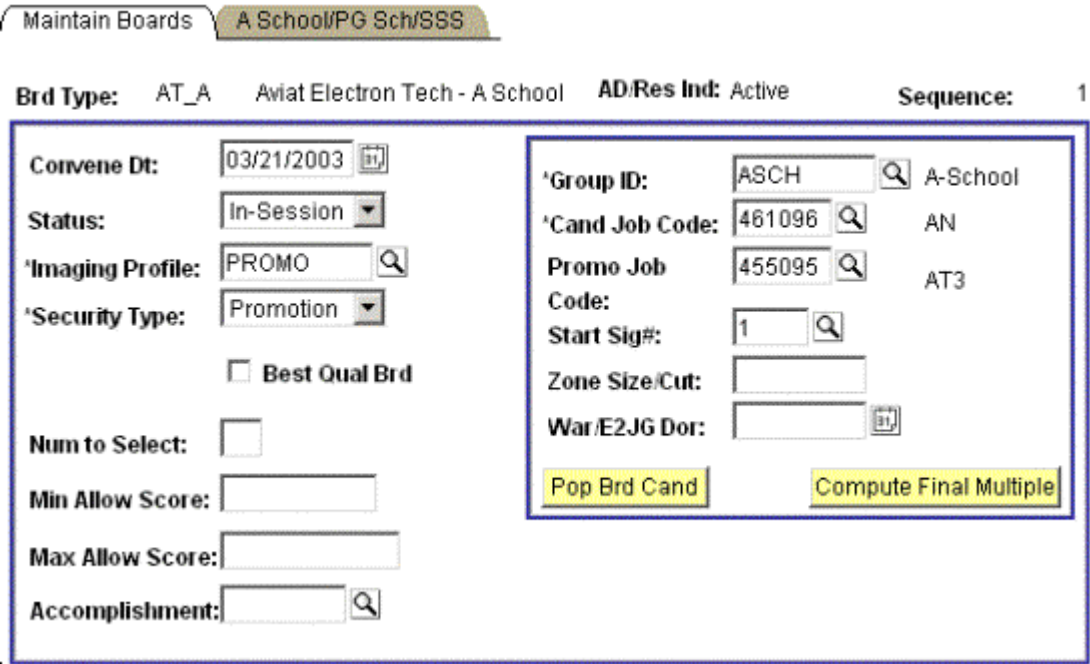
Procedure (cont'd)

Step	Action						
1	<p>Sample graphic of lookup for Board Type Code:</p> <p>Home > Develop Workforce > Career Management > Setup > Maintain Boards</p> <p>Lookup Board Type Code</p> <p>Board Type Code: <input type="text"/></p> <p>Description: <input type="text" value="%A SCHOOL%"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-31 of 31 <input type="button" value="▶"/> Last</p> <table><thead><tr><th>Board Type Code</th><th>Description</th></tr></thead><tbody><tr><td>AT A</td><td>Aviat Electron Tech - A School</td></tr><tr><td>AE A</td><td>Aviatio Elec. Mate - A School</td></tr></tbody></table>	Board Type Code	Description	AT A	Aviat Electron Tech - A School	AE A	Aviatio Elec. Mate - A School
Board Type Code	Description						
AT A	Aviat Electron Tech - A School						
AE A	Aviatio Elec. Mate - A School						
2	<p>On the "Maintain Boards" page, complete the fields as follows:</p> <ul style="list-style-type: none">• Enter the Graduation Date of the "A" School or Recruit Training Class.• Set the Status to 'In-Session'.• Select 'PROMO' for the Imaging Profile.• Select 'A School' for the Security Type• Select 'ASCH' for the Group ID.• The Cand Job Code should be the <i>primary</i> jobcode of the members who are completing "A" School or Recruit Training (The most common values will be: 461096 Airman, 432096 Fireman, 415096 Seaman, or 415098 Seaman Recruit). If graduating personnel have multiple jobcodes for that school session, you should select the jobcode held by the majority of the class.						

Continued on next page

Data Entry Procedure, Continued

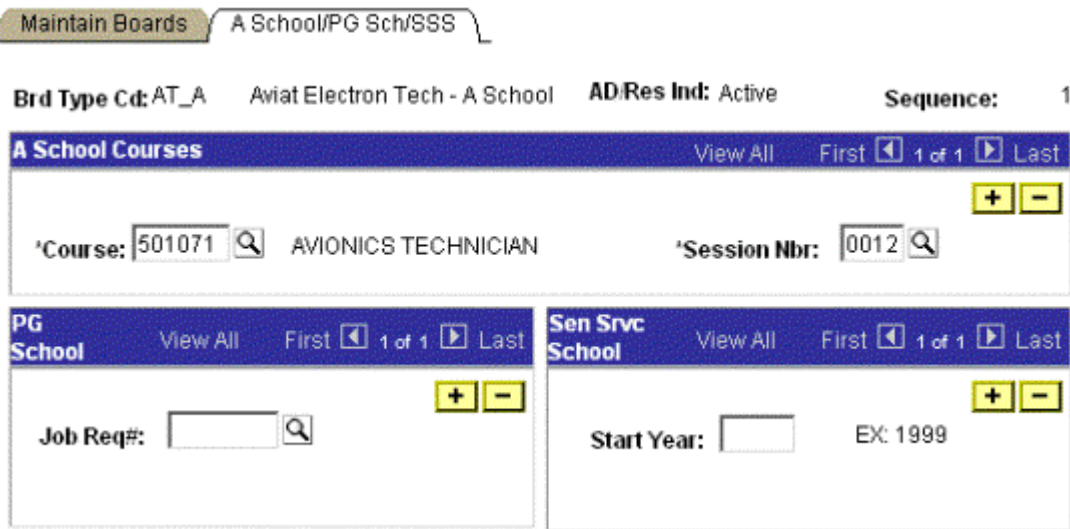
Procedure (cont'd)

Step	Action
2	<ul style="list-style-type: none">The Promo Jobcode should be the jobcode that class will be advanced to. Use the magnifying glass to look-up the appropriate jobcode.Enter a 1 for the Start Sig#. This number does not pertain to "A" School advancements but it must still be entered for the page to function properly. <p>Sample graphic:</p> 

Continued on next page

Data Entry Procedure, Continued

Procedure (cont'd)

Step	Action
3	<p>In order to prepare to automatically populate the board with candidates for advancement, click the A School/PG Sch/SSS tab. Enter the Course number and Session Number for the "A" School. (Recruit Training Classes must be populated manually until such time as a member's course session data is available in PeopleSoft). Press the Save button.</p>  <p>Return to the "Maintain Boards" page by pressing the Maintain Boards tab. Press the Pop Brd Cand button. This will insert onto the board all the students who have completed that course and session.</p>

Continued on next page

Data Entry Procedure, Continued

Procedure (cont'd)

Step	Action																																																																																																									
4	<p>To review the board candidates, select from the home menu bar Develop Workforce>, Career Management>, Use>, and Board Candidates. Look up the board that was created in Step 2.</p> <p>Sample lookup:</p> <p>Find an Existing Value</p> <div style="margin-top: 10px;"> <p>Board Type Code: <input type="text" value="AT_A"/> </p> <p>Sequence Number: <input type="text" value="1"/></p> <p>Active Duty Reserve Indicator: <input type="text" value="Active Duty"/></p> <p>User ID: <input type="text" value="KQUINTAR"/></p> <p>Description: <input type="text"/></p> <p>Start Date: <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search </p> </div> <p>The students who have completed the course session used to populate the board in the previous step should appear as candidates on the board.</p> <div style="margin-top: 10px;"> <p><u>Board Candidate</u></p> <p>Brd Type: AT_A Aviat Electron Tech - Status: AD/Res Ind: Active Seq: 1 <input type="button" value="Elig"/></p> <p>A School</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="10">Board/Panel Candidates</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-8 of 24</th> <th>Last</th> </tr> <tr style="background-color: #d3d3d3;"> <th colspan="2">Member Information</th> <th colspan="2">Officer Status</th> <th colspan="2">Board Information</th> <th colspan="2">Description</th> <th colspan="2"></th> <th colspan="5"></th> </tr> <tr> <th></th> <th>Zone</th> <th>EmplID</th> <th>Rcd#</th> <th>Rank</th> <th>Name</th> <th>Waivers</th> <th>Cand Status</th> <th>Exp AD Term</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>In</td> <td><input type="text" value="9872353"/> </td> <td><input type="text" value="0"/></td> <td>GM3</td> <td>Powers, Mark</td> <td>Waivers</td> <td><input type="text" value="Select"/></td> <td>01/02/2006</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> <td colspan="4"></td> </tr> <tr> <td>2</td> <td>In</td> <td><input type="text" value="9982705"/> </td> <td><input type="text" value="0"/></td> <td>GM3</td> <td>Hill, Charles</td> <td>Waivers</td> <td><input type="text" value="Select"/></td> <td>12/29/2005</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> <td colspan="4"></td> </tr> <tr> <td>3</td> <td>In</td> <td><input type="text" value="9864003"/> </td> <td><input type="text" value="0"/></td> <td>FN</td> <td>Davis, Tracy</td> <td>Waivers</td> <td><input type="text" value="Select"/></td> <td>11/06/2005</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> <td colspan="4"></td> </tr> <tr> <td>4</td> <td>In</td> <td><input type="text" value="9880077"/> </td> <td><input type="text" value="0"/></td> <td>SNGM</td> <td>Allen, Dan</td> <td>Waivers</td> <td><input type="text" value="Select"/></td> <td>01/13/2006</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> <td colspan="4"></td> </tr> </tbody> </table> </div>	Board/Panel Candidates										Find	View All	First	1-8 of 24	Last	Member Information		Officer Status		Board Information		Description										Zone	EmplID	Rcd#	Rank	Name	Waivers	Cand Status	Exp AD Term							1	In	<input type="text" value="9872353"/>	<input type="text" value="0"/>	GM3	Powers, Mark	Waivers	<input type="text" value="Select"/>	01/02/2006	<input type="button" value="+"/>	<input type="button" value="-"/>					2	In	<input type="text" value="9982705"/>	<input type="text" value="0"/>	GM3	Hill, Charles	Waivers	<input type="text" value="Select"/>	12/29/2005	<input type="button" value="+"/>	<input type="button" value="-"/>					3	In	<input type="text" value="9864003"/>	<input type="text" value="0"/>	FN	Davis, Tracy	Waivers	<input type="text" value="Select"/>	11/06/2005	<input type="button" value="+"/>	<input type="button" value="-"/>					4	In	<input type="text" value="9880077"/>	<input type="text" value="0"/>	SNGM	Allen, Dan	Waivers	<input type="text" value="Select"/>	01/13/2006	<input type="button" value="+"/>	<input type="button" value="-"/>				
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Data Entry Procedure, Continued

Procedure (cont'd)


Step	Action
4	<p>For "A" School candidates, no action should be required on this page. However, if you wish to manually add or delete candidates from the list (as is currently required for Recruit Training Classes), you may do so by pressing the Plus Symbol button. This will add a row and allow you to enter a candidate's information. Pressing the Minus Symbol button will allow you to delete a row. In order for the candidate to be processed for advancement, the candidate must be saved with a Cand Status of "Select". Press the Save button when all changes, additions, and deletions are complete.</p>
5	<p>Select from the home menu bar Develop Workforce>, Career Management>, Use>, and Post Board Activities. Select the List ID (A-School Advancements), Effective Date (01/01/2003), and the Active Duty Reserve Indicator ("Active Duty" or "Reserve <input type="checkbox"/> Active Component" as Appropriate). Press Search and select from the list returned. (sample of list options shown below)</p> <p>Sample of Post Board Activities search for board set up in Step 2:</p> <p>Home > Develop Workforce > Career Management > Use > Post Board Activities</p> <p>Post Board Activities</p> <hr/> <p>Find an Existing Value</p> <p>List ID: <input type="text" value="A-School Advancements"/></p> <p>Effective Date: <input type="text" value="01/01/2003"/> <input type="button" value="B1"/></p> <p>Active Duty Reserve Indicator: <input type="text" value="Active Duty"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p>

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Section E
SCHOOL BASED ADVANCEMENTS

Data Entry Procedure, Continued

Procedure (cont'd)

Step	Action
6	<p>This takes you to the "Post Board Activities" page. In order to bring up your list of candidates, you must enter a Board Type Code and a Sequence Number. In the above example, you would enter "AT_" and Sequence Number of "1". Press the Populate A School button. This pulls all selected candidates from the board session. Verify the jobcode for each member as members receiving designators will require changes to this field.</p> <p>Enter the Date of Rank (DOR) for the advancement and press the Select All button. This will populate the Rank/Contract date field for each member. You may override the DOR at the individual member level simply by typing in a new DOR.</p> 
7	<p>The Promo Job Code will default to the Promo Jobcode entered on the "Maintain Boards" page from Step 2 above. You may override the Promo Jobcode at the individual member level simply by typing in a new jobcode.</p> <p>The Payroll Trans Type will default to "Advanced To" but may be changed, if necessary. The values are Change in Rating, Reduced To, or Add Designator.</p> <p>When you are satisfied that all information on the page is correct, press the Save button. The advancement transaction is created when the page is saved.</p>

Continued on next page

Data Entry Procedure, Continued

Procedure (cont'd)

Step	Action
8	Note: If you need to reverse a transaction after you have saved the "Post Board Activities" page, contact HRSIC (ADV) branch, via e-mail to: HRSIC-ADV@hrric.uscg.mil , or by phone at (785) 339-3400
9	<p>To repeat this function, select Return to Search. To perform another function, choose from the menu. To exit, press the Sign Out link located at the top of the page.</p> <p>For additional information on the processes reviewed above, review the lessons entitled Maintain the Board, Board Candidates, and Advance/Promote Members from Board Candidates.</p>

Pay and Personnel System Updates

PeopleSoft Updates

The Post Board Activities Page inserts a new row in the member's job data page (Administer Workforce > Administer Workforce (GBL) > Use > Job Data) and updates the Job Data on the Career Information Tab of the CG Member Information Page (Develop Workforce > Plan Careers > Use > CG Member Info).

How JUMPS is effected by the Advance/ Promote 1 Member Page

The Post Board Activities Page generates a JUMPS P555 transaction with one of the following element codes:

- 01 -- if the Advance To drop-down was selected
- 23 -- if the Reduced To drop-down was selected
- 34 -- if the Change Rating drop-down was selected
- 45 -- if the Add Designator drop-down was selected.

- Updates information on page 1 (General Information) and page 8 (Pay Grade History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Updates segments 01, 58 and any other pay and allowances segments that have to be changed due to advancement.

VERY IMPORTANT: If member is receiving Overseas Housing Allowance (OHA) at the time of advancement, then an OHA transaction must be done to change the OHA status. Also, if member is in inadequate quarters, an Inadequate Quarters transaction must be completed to show the new rental charge for Inadequate Quarters.

Deleting an Advancement/Designator Transaction

Procedure	If you need to reverse a transaction after you have saved the "Post Board Activities" page, contact HRSIC (ADV) branch, via e-mail to: HRSIC-ADV@hrric.uscg.mil , or by phone at (785) 339-3400
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